

**Agenda – 14 January 2015**

**Communications Working Group monthly call**

Invited:

* Secretariat: Jennifer Ferguson-Mitchell (group lead, UN-REDD Secretariat), Maddie West (UN-REDD Secretariat), Mark Grassi (UN-REDD editor/documentation officer)
* Agency representatives: Denise Martinez (FAO), Mihaela Secreiru (UNEP), Dearbhla Keegan (UNDP); Tim Boyle (UNDP)
* UN Comms partners: Avishan Chanani (UNEP-FI), Brittany Benson (interim UNORCID), Maria DeCristofaro (FAO Forest comms)

Present:

**Agenda items:**

1. General welcome / introduction -- (JFM)
2. Review actions from last meeting:
	1. Website redesign: Great if others could note “must haves” you feel should be included as well as “would be nice to haves”-- please note on this [spreadsheet](https://docs.google.com/document/d/15Ki_O3FewOdKWYKudUa5E1J2s46ih1GbUofGz78jGC0/edit?usp=sharing).
3. Updates from participants on upcoming (next 30 days) Comms activities and/or products being produced (Group, as relevant):
	1. UNEP: still coordinating with colleagues
	2. UNDP: annual retreat next week -- info will be available post-meeting
	3. FAO: Workshop on allometric equations in Costa Rica -- discussing database. Final stages on drafting technical considerations on RLs pub to launch mid Feb. FAO activity: launch a discussion group on legal preparedness on REDD+ in a week or two. Hosted by FAO (D-group).
	4. UNORCID: Private Sector Summit- Tropical landscapes: A global investment opportunity 9/10 Feb 2015. Coastal REDD+ event 12 Feb. 28 January Forest Management with GIZ. Feb 5-6 parliamentary exchange, Brazil-Indonesia.
4. Review of [action points](https://docs.google.com/document/d/1-7fFOG4b-Bwe9Ia5nKamtBzlb6Jq6Bh56SH-1rHQCgI/edit?usp=sharing) from Comms WG Annual Meeting, and status updates (full report available [here](https://docs.google.com/document/d/19SLOIrCqLm-hisj0uwse03YuMANHnq1Ql0Qx5azwBzw/edit?usp=sharing)). (Group)
5. Discussion on draft Information Materials Production Process [document](https://drive.google.com/file/d/0B7C1r72GbZH_aGFqSXNCaHBBNGs/view?usp=sharing). (Group)
	1. Review of how regional materials have been handled
	2. Review of draft document
6. Discussion on group relationship with KM Working Group (follow-up from annual meeting) (Group)
7. Discussion on next steps for outstanding items from annual meeting agenda:
	1. Website
	2. Photo library
8. Any Other Business:

Action Items:

* JFM to share private sector event info with Mike Spiers -- **Done**
* Mihaela to share Africa video concept brief with Denise, Dearbhla, Jennifer -- Fabien and Isabelle working on project -- Phillipe (FAO), Fabien (UNDP), Ela (KM) involved too. -- **Done**
* Mark and JFM to update “parameters” for e-newsletter content **Done**
* Mark and JFM to include language in Workspace editorial guidance on what should be posted as an “announcement” -- as part of efforts to create greater distinction between the Weekly RoundUp and the Newsletter **Done**
* Maddie and JFM to include text on the “upload announcement” page of the Workspace that clarifies parameters for announcements
* Denise to send InDesign publication files to Maddie to allow for centralized access to these -- **Done**
* JFM to help UNORCID promote its upcoming events via social media and the newsletter -- ready to assist
* JFM to ask Dearbhla to share an update on Helen Clark’s participation in Davos -- **Done**
* Group to provide feedback on latest version of Info Materials workflow -- **Done**
* JFM to integrate comments to Info Materials workflow doc and provide to Mario for sharing with the MG for review/comments/approval. -- **Done**